

U.S. Embassy Kabul
Human Resources Office
VACANCY ANNOUNCEMENT: MEDIA ANALYST (FSN-9)
Announcement Number: 17-005&17-005T

OPEN TO: All Interested Applicants / All Sources

The “Open To” category listed above refers to applicants who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: OSE Media Analyst (base salary is equivalent to FSN-9) Trainee Level
(base salary is equivalent to FSN-8)

OPENING DATE: January 8, 2017

CLOSING DATE: January 22, 2017

WORK HOURS: Full-time 40 hours/week

NOTE: Full performance level of this position is equivalent to FSN-9. Incumbent may be hired on a training level and might be promoted to full performance level after successful completion of one year.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Kabul is seeking eligible and qualified applicants for the position of Media Analyst. This is an official designated position with the Open Source Enterprise (OSE). OSE employees are neither U.S. Government federal employees nor employees of the U.S. Embassy Kabul.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION

The incumbent coordinates the collection of open media reporting on Afghanistan; translates accurately from Dari or Pashto audio, print, and Internet sources into English at a quick pace; analyzes Afghan media to match official requirements and available sources; tasks contractors and provides feedback; writes timely summaries and analytic products on political and security issues in Afghanistan based on media sources; uses the Internet to conduct research; embeds text, graphics, maps, and video and audio files into products.

QUALIFICATIONS REQUIRED

Applicants must address required qualifications criteria listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

VA 16-127 Full Performance Level:

1. **EDUCATION:** Bachelor's degree in Political Science, Economics or Business, History, or Journalism is required.
2. **EXPERIENCE:** Five years of professional experience in media, international affairs, military, political science, economics, business, or history is required.

VA 16-127T – Training Level:

3. **EDUCATION:** Bachelor's degree in Political Science, Economics or Business, History, or Journalism is required.
4. **EXPERIENCE:** Four years of professional experience in media, international affairs, military, political science, economics, business, or history is required.
5. **LANGUAGE:** Level IV (Fluent) English, Dari and Pashto is required.
6. **SKILLS AND ABILITIES:** Proficiency in existing and familiarity with emerging Internet technologies; strong organizational skills; the ability to handle multiple tasks with short deadlines; and demonstrated interpersonal and team skills are required.
7. **JOB KNOWLEDGE:** The incumbent must have strong and abiding interest in domestic and regional current affairs, knowledge of Afghanistan's history, politics, security affairs, economics, and culture. Knowledge of Afghanistan Islamic developments is a plus.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office [**kabuljobs@state.gov**](mailto:kabuljobs@state.gov).

SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold the following: local security certification.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office, U.S. Embassy Kabul

Applications should be submitted through e-mail to this address: [**kabuljobs@state.gov**](mailto:kabuljobs@state.gov)

Subject line must be: (OSE Media Analyst 17-005 & 17-005T) or your application may not be considered.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State

also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DISTRIBUTION: All Section Heads, FSN Bulletin Board, UN Agencies, International NGOs,

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